

Collection Development Policy

Purpose

The purpose of the Collection Development Policy is to define the philosophy and methods that are employed in acquiring the physical and virtual materials that are acquired by the Tolland Public Library.

Guidelines

The development and maintenance of the physical and virtual collection is a critical component of the mission of the Tolland Public Library. The Library selects materials of quality and of interest with a range of viewpoints for the Tolland community. The Library has adopted the guidelines of the American Library Association which are the Library Bill of Rights, Freedom to Read and Freedom to View Responsibility.

Responsibility for Selection

The ultimate responsibility for material selection rests with the Library Director who delegates selection responsibilities to qualified and professional staff who follow the guidelines outlined in this policy.

Materials Selection

All materials, physical and virtual, informational or recreational, whether purchased or donated, are subject to the criteria listed below:

Evaluation in professional library reviews

Creative, literary or technical quality

Needs and interests of the community

Currency of information

Accuracy of information

Extent to which the subject matter is already represented in the collection

Availability of material thru system holds of interlibrary loans

Space and budgetary limits

Patron Requests

Patrons are able to request the purchase of materials by filling out a Suggestion to Purchase form which is found at the circulation desk. Filling out the form is no guarantee that the item will be purchased.

Collection Maintenance

Periodic review of the library's collection for the purposes of weeding is an essential piece of collection development. Materials no longer useful to the collection and/or in poor physical shape will be discarded.

Removal of Library Materials

There is a Material Reconsideration Policy and a Request for Reconsideration of Library Materials form for patrons who have objections to materials.

Gifts and Donations

Gifts are accepted with the understanding that the Library retains unconditional ownership of the gift and makes the final decision on the use or disposition of the gift. The Library cannot determine the value of a gift for tax purposes.

The Friends of the Tolland Public Library collect books, CDs and DVDs for their ongoing book sale held in the library. Magazines, encyclopedias, books on tape, videotapes, textbooks or Readers Digest condensed books will not be accepted. Items may be dropped off at the library during business hours. Proceeds of sales are used to support Library programs, museum passes and services.

Adopted by Tolland Public Library Advisory Board April 25, 2022